

## Appendix A

Command Submitted Events must be reviewed and validated by HQMC PA Community Relations Office prior to posting to the Marines.mil Event Calendar at:

<http://www.marines.mil/community/Pages/EventCalendar.aspx>

This review and validation process normally takes one - two working days.



HQMC PA Community Relations Office recommends limiting the entry of personal information in the fields that are published to the public facing Marines.Mil.

This appendix includes the following

- ◆ [Command Submitted Event Guidance](#)
- ◆ [Command Submitted Event Samples](#)
- ◆ [Command Submitted Event Submission Form](#)
- ◆ [Marine Corps Aviation Support - Request Form](#)
- ◆ [Armed Forces Participation in Public Events / Non Aviation – Request Form](#)

### Command Submitted Event Guidance

The guidance in this Appendix should be followed when completing the form for Command Submitted Events on In the Community. Refer to each of the form sections for specific information about how to satisfy the field requirements.

Event Title:	<input type="text"/>
Event Start Date:	<input type="text"/> *  Time: <input type="text"/> *
Event End Date:	<input type="text"/> *  Time: <input type="text"/> *
Event Location:	Street: <input type="text"/> * City: <input type="text"/> * State: * <input type="text" value="Select"/> Zip: <input type="text"/> * Country: <input type="text" value="Select"/>

**Event Title:** Enter a clear and easily recognized title for the event. Be as specific as possible, without rambling. Avoid using terms that relate the event to a charity, fundraiser, religion or recruiting. Below are some examples of event titles that were improved with the addition of specific details.

Good	Better
Christmas Parade	2008 New York City Christmas Parade
Patriotic Festival	2008 Hometown Heroes Patriotic Festival
Halftime Show	2008 Super Bowl Halftime Show

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Good	Better
Toys for Tots	2008 Toys for Tots Kickoff – Washington DC

**Event Start Date/Time:** Enter the time/date start of the event. If the event includes multiple activities over multiple days, enter the time/date for the first scheduled activity.

**Event End Date/Time:** Enter the time/date end of the event. If the event includes multiple activities over multiple days, enter the time/date for the last scheduled activity.

**Event Location:** Enter the precise event location. For those open to the community, this field directs the public to the event.

Name of Organization being Supported:	
Select the Marine Corps participation in this event:	<div> <input type="checkbox"/> Band Type: <input type="text" value="Select..."/> </div> <div> <input type="checkbox"/> Color Guard         </div> <div> <input type="checkbox"/> Ground Equipment Type: <input type="text"/> </div> <div> <input type="checkbox"/> Speaker         </div> <div> <input type="checkbox"/> Base Tours         </div> <div> <input type="checkbox"/> Recruiting Type: <input type="text" value="Select..."/> </div> <div> <input type="checkbox"/> Marine Barracks Washington           <div> <input type="checkbox"/> Battle Color Detachment             <div> <input type="checkbox"/> Color Guard               <div> <input type="checkbox"/> Silent Drill Platoon                 <div> <input type="checkbox"/> Drum and Bugle Corps                 </div> </div> </div> </div> </div>

**Name of Organization being Supported:** Again, here be as specific as possible.

Good	Better
USNA	U.S. Naval Academy
VFW	VFW Post 12033 New York

**Select the Marine Corps Participation in the Event:** Select the Asset Type that most closely matches the event your individual/unit is supporting. If the event doesn't meet one of the provided selections, contact HQMC Public Affairs for direction.

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Should this event be considered as nationally significant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is the projected crowd size for this event?	<input type="text"/>
Will there be media coverage?	<input checked="" type="radio"/> Yes <input type="checkbox"/> TV <input type="checkbox"/> Newspaper <input type="radio"/> No
Have recruiters been contacted to participate in this event?	<input checked="" type="radio"/> Yes <input type="radio"/> No Recruiting Contact: Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>
Are other branches of the military participating in this event?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Was a DD-2535 or DD-2536 Form filled out for this event?	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Should this event be considered as nationally significant?:** Only select Yes if you know that the event has been selected by HQMC PA to appear on the National Community Relations Campaign Calendar. Each year a MARADMIN is published with a list of these events. To locate this directive, search Marines.mil for a MARADMIN with the keywords, National Community Relations Campaign. Select No for all other events.

**What is the projected crowd size for this event?:** Enter the estimated local crowd size.

**Will there be media coverage?:** Select Yes if television, newspaper, radio or other media coverage is expected. Select the checkboxes indicating the type of media coverage. If you are unsure, select No.

**Have recruiters been contacted to participate in this event?:** Select Yes or No to indicate whether recruiters participation has been requested. If Yes, enter the Recruiter or Recruiting Station's contact information. This information will NOT appear on the public facing Event Calendar.

**Are other branches of the military participating in this event?:** Select Yes or No to indicate whether this event is a joint venture activity involving multiple service assets.

**Was a DD-2535 or DD-2536 Form filled out for this event?:** Select Yes or No to indicate whether the DD-2535 (Request for Aerial Support) or DD-2536 (Request for Armed Forces Participation in Public Events) were filled out/submitted.

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Event Website:	<input type="text"/>
Event Info:	Provide a brief summary of the event your unit is supporting. <div style="border: 2px dashed red; height: 80px; width: 100%;"></div>

**Event Website:** If a website for the event exists, enter the URL here. If a website does not exist, but one exists for the organization being supported, enter its URL.

**Event Info:** This field should be populated with a brief summary of the event your unit is supporting. The summary information WILL be seen on the public facing Event Calendar in the field "Event Details" field and will follow these rules.

- ✓ Proper grammar, spelling and punctuation principles are a must. Use the AP Style Guide as a Reference.
- ✓ Remain concise and keep the summary under five sentences in length.
- ✓ Include specific what/why information.
- ✓ Detail expected attendance and media coverage.
- ✓ Minimize acronyms and abbreviations where possible.
- ✓ The event should not be related to a charity, fundraiser, religion or recruiting.

This appendix contains several Event Info samples for you to use as a model for your own event.

Unit:	<input type="text"/>
Name:	<input type="text"/> *
Phone:	<input type="text"/> *
Email:	<input type="text"/> *
Which Base/Installation does your unit reside?:	<div> <input type="text" value="Select..."/> <input type="button" value="v"/> </div> <div>If Other: <input type="text"/></div>

Only the Unit Name and Phone Number will be seen on the public facing Event Calendar.

**Unit:** Enter the supporting unit's name in the Unit field. If multiple units are providing support, list the chief participant. This is a required field.

**Name:** List a point of contact for the supporting unit. HQMC Public Affairs recommends limited use of this field.

**Phone:** Enter a phone number for the supporting unit.

**Email:** Enter an e-mail address for the supporting unit.

**Which Base/Installation does your unit reside?** Select your base from the drop-down list. If you are stationed at a remote location that doesn't appear in the list, enter the location name in the If Other: field.

## Command Submitted Event Info Samples

**AVIATION:** This annual airshow boasts an average attendance of 200,000, including many local youth and NJROTC organizations that work the event. Event features current and past military aircraft, civilian-owned static displays and daily four-hour aerial demonstrations by a wide range of entertainers including civilian dare devils, wing walkers, and stunt teams. This event has hosted one of the premiere U.S. military demo teams every year for six years straight. Marine Corps will provide a Harrier Demonstration and static display of aircraft.

**BAND:** Annual celebration on the waterfront with a parade and day long entertainment. The purpose of the Armed Forces participation is to show support for the military. Expected attendance is over 4,000 for this parade. This event is free and open to the public.

**COLOR GUARD:** This annual event celebrates the flag and serves as a beginning of the summer festival for the public. Expected attendance is over 1,000. Marine Corps will provide a color guard. Sponsor has also requested Marine Corps band support and a flyover.

**GROUND EQUIPMENT:** This event is an NCAA Football game against the University of Texas-El Paso (UTEP) that will honor retired and active service members. Expected attendance is 20,000 and the game will be nationally televised. Admission is free with the presentation of an active duty military ID card. USMC will provide a USMC color guard for opening ceremonies and a tracked vehicle to be displayed at the ramp of the stadium. Local USMC recruiters will attend. Sponsor has also invited local Coast Guard and Army units to participate.

**SPEAKER:** Event is a luncheon attended by 100-150 former military divers and local law enforcement/fire department dive team members. A member of a Marine Unit will discuss special operations diving, to include gear utilized and training.

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Command Supported Event - Submission Form

Add Your Event	
Event Title:	<input type="text"/> *
Event Start Date:	* <input type="text"/> Time: <input type="text"/> *
Event End Date:	* <input type="text"/> Time: <input type="text"/> *
Event Location:	Street: <input type="text"/> * City: <input type="text"/> * State: * <input type="text"/> Zip: <input type="text"/> * Country: <input type="text"/>
Name of Organization being Supported:	<input type="text"/>
Select the Marine Corps participation in this event:	<input type="checkbox"/> Band Type: <input type="text"/> <input type="checkbox"/> Color Guard <input type="checkbox"/> Ground Equipment Type: <input type="text"/> <input type="checkbox"/> Speaker <input type="checkbox"/> Base Tours <input type="checkbox"/> Recruiting Type: <input type="text"/> <input type="checkbox"/> Marine Barracks Washington <input type="checkbox"/> Battle Color Detachment <input type="checkbox"/> Color Guard <input type="checkbox"/> Silent Drill Platoon <input type="checkbox"/> Drum and Bugle Corps
Should this event be considered as nationally significant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the projected crowd size for this event?	<input type="text"/>
Will there be media coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> TV <input type="checkbox"/> Newspaper <input type="checkbox"/> No
Have recruiters been contacted to participate in this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No Recruiting Contact: Name: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/>
Are other branches of the military participating in this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was a DD-2535 or DD-2536 Form filled out for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Website:	<input type="text"/>
Event Info:	Provide a brief summary of the event your unit is supporting. <div style="border: 1px dashed red; height: 50px;"></div>
Unit Contact Info	
Unit:	<input type="text"/>
Name:	<input type="text"/> *
Phone:	<input type="text"/> *
Email:	<input type="text"/> *
Which Base/Installation does your unit reside?:	<input type="text"/> Select... If Other: <input type="text"/>

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